

CITY OF BURBANK

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR – LICENSE AND CODE SERVICES ADMINISTRATOR

DEFINITION

Under general administrative direction, to plan, organize and direct the activities of the License & Code Services Division; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and implements the activities of the License & Code Services Division; develops and recommends goals, objectives for, and amendments to, assigned programs, including: Regulatory Business Licensing, Business Permitting, Business Tax, Property Maintenance Code Enforcement, Zoning Code Enforcement, and other assigned activities relating to the enforcement of the Burbank Municipal Code and relevant Federal, State, and County laws. Administers the Taxicab Program in conjunction with and through the direction of the Traffic and Transportation Committee; oversees all aspects of the License & Code Services Division budget; supervises, trains, and evaluates employees; approves or disapproves recommendations regarding hiring, promotions, and transfers; represents the City as required.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - code enforcement techniques, business law, and credit and collection methods; principles and practices of personnel management and supervision; and basic accounting principles.
- Ability to - communicate effectively, both verbally and in writing; coordinate work and supervise others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a major in public administration, business administration, or related field and four years of recent, progressive, management or supervisory experience in license inspection, code enforcement, or any combination thereof.

License & Certificates: A valid California Class “C” Driver’s License is required at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Either/or a combination of current or previous certification as a Revenue Officer of the California Municipal Business Tax Association and current or previous training or certification from the Southern California Association of Code Enforcement Officials is desirable.